This newsletter is designed by your college advisers to keep you informed of important deadlines and alert you to programs and resources that may enhance your undergraduate academic experience. Please scan the topics before deleting.

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REMINDER: DEADLINE TO WITHDRAW FROM A COURSE: TUES, FEBRUARY 21
Regardless of the grading option you have chosen, you may formally withdraw from a class by filing a Petition to Withdraw From a Course at your college office. The completed petition must be filed by the end of the sixth week of instruction, which is the deadline date listed above. The grade notation of W will appear on your official transcript, but it is not included in your GPA calculation.

REMINDER: DEADLINE TO WITHDRAW FROM THE UNIVERSITY: TUES, FEBRUARY 21
Due to unexpected circumstances, some students need to withdraw during a quarter. This date is the deadline to do so except for medical or other emergency reasons. To withdraw from UCSC, you will need to file the Petition for Withdrawal/Leave of Absence at your college office. Your withdrawal or LOA do not become official until the petition is filed with your college.

ADVISING WEEK: WEDS, FEBRUARY 22 THROUGH TUES, FEBRUARY 28
What is Advising Week? An opportunity for students to get assistance and guidance from their college (or major adviser) in order to prepare for Spring 2012 enrollment. This is a great time to meet with your college advisers and determine what GE’s you might have left, and if you hope to graduate in the spring, what requirements you have left to meet. Priority enrollment appointments are posted to your portal at the start of advising week, and the fall Schedule of Classes will be available online at https://pisa.ucsc.edu/class_search/.

PRIORITY ENROLLMENT BEGINS: WEDS, FEBRUARY 29
Check the MyUCSC student portal for your enrollment appointment(s). Enroll in classes for Spring 2012 as close to your enrollment times as possible to ensure that you have the best chance in securing the courses you want for next quarter. You may continue to add, drop, or swap courses from your MyUCSC account up until April 20th, 2012. However, to drop below 12 credits you will need college approval. If you have any questions or concerns about enrollment, please don’t hesitate to contact your college adviser.

WHY DO I HAVE A HOLD ON MY ENROLLMENT?
A hold on your enrollment is your cue to take care of some important university business. Enrollment holds are visible on the right side of your Student Center in the portal. Click “Details” to find out who placed the hold, why the hold was placed, and how to get it released. Some examples of holds placed by your college: undeclared major, academic standing issues, extension of enrollment petition needed, etc. You may also have a hold on your enrollment if you have outstanding debt, a judicial issue, need to complete Part 2 of Alcohol EDU, or you have simply failed to update your emergency contact information; contact the appropriated dept. Avoid delays in enrolling by clearing any holds before your enrollment appointment time!
SCHEDULE OF CLASSES FOR SPRING AVAILABLE SOON

The Schedule of Classes for spring will be available at http://reg.ucsc.edu/soc.htm or https://pisa.ucsc.edu/class_search/ very soon ... by Wednesday or sooner. To view spring course listings, click on Class Search. To view the academic calendar, schedule planner, registration payment and enrollment info, final exam policies and schedule, enrollment conditions for interview only courses, department contact info, and much more, click on the "Quarterly Fees, Deadlines, and Academic Policies" link in the top right corner of the "Class Search" screen. To see how to use all the class search features, click on the “How to Search for a Class” link in the first Enrollment FAQ found here: http://reg.ucsc.edu/faqs/enrollment.htm.

C2 COMPOSITION REQUIREMENT DEADLINE REMINDER

For students who entered UCSC fall 2005 and after: You must satisfy the general education composition requirements (C1 & C2) prior to your 7th quarter of enrollment at UCSC. To satisfy the C2 requirement, first year students should plan to enroll in Writing 2 in spring 2012, unless you have already passed a C2 section of your college core course or are taking Writing 2 this quarter. If your core course is numbered 80B, it meets C2 and you won't need Writing 2. Your Academic Advising Report (AAR) will tell you if your C2 requirement is already met. If you are in your fifth quarter of enrollment and have not yet satisfied your C2 requirement, you should enroll in Writing 2 on first pass enrollment: Writing 2 should be your top priority! Students in their 6th quarter who have not met the C2 requirement will be blocked from further enrollment at UCSC until you satisfy this requirement elsewhere.

For students who entered UCSC prior to Fall 2005: see your college adviser if you have not satisfied your Composition requirement.

Questions? See your college academic adviser.

ENROLLING IN WRITING 2

Writing 2 and 80B of your college core course are the only UCSC courses that satisfy the C2 composition general education requirement for graduation. WRITING 2 COURSES FILL QUICKLY, so be sure to enroll at your first enrollment opportunity!

- Course descriptions: All sections of Writing 2 share the same goals and practices, but each has a distinctly different focus. Writing 2 course descriptions should be posted soon at http://www2.ucsc.edu/writingprogram/.
- Enrollment Procedures: You must satisfy the Entry Level Writing Requirement (ELWR) before taking Writing 2. Complete enrollment instructions for students who have and have not satisfied the ELWR can be found at http://writing.ucsc.edu/writing_requirements/.

CHANGE OF COLLEGE DEADLINE: WED, FEBRUARY 29

Every undergraduate at UCSC is a member of one of the university's 10 colleges. The college system is designed to foster intellectual, cultural, and residential communities within the larger campus community. There are some cases in which a student feels they may need to change their campus affiliation. This is the deadline to do so. Both the current and prospective college must approve the change. Your transfer will normally be approved if it is justified by closer proximity to faculty and other resources central to your major program. Please see your college adviser for further information.

STUDENT SUCCESS TIP OF THE WEEK: TIME MANAGEMENT TIPS

We all have the same 24 hours a day, and the challenge lies in how one utilizes that time to their advantage. As a college student, it can be particularly challenging to manage your time given the many opportunities open to you. This newfound FREEDOM can hurt your academic success if not managed properly. Here are a few tips to help you manage your time efficiently:

- **Determine Schedule Preference**: Some students perform better in the morning, while others in the afternoon or evening. Schedule your classes and study time around the time of day you perform at your best!
- **Use a Schedule or Planner**: Whether you use your phone, e-mail calendar or a paper planner it is vital to your success as a student to use a scheduling/planning system that works for you.
- **Keep Track of Important Dates**: After the first day of class, take the syllabi from all your courses for that quarter and record important test/quiz dates and due dates on your calendar. It can also be helpful to write down when you will complete readings that are due for each course to help keep yourself on track throughout the term.
- **To Do Lists**: Within your schedule or planner it is important to create a "To Do" list for the week. Every Sunday get out your schedule and assess what is due for that week and what you need to study in order to keep up with class. Also include other responsibilities, such as, work, extracurricular commitments, appointments, and personal items.
• **Set Priorities:** Many times there will be an overwhelming amount of items on your agenda for any given week. The way to survive this is to identify priorities amongst your list of "To Do's".

• **Include Goals:** Think about what your goals are for the quarter, year and your entire academic career here at UCSC. In order to stay on track toward these goals, it is important to include them in your schedule.

• **Schedule Down Time:** Being a student is demanding and challenging, that is why it is important to reward yourself by doing something relaxing and enjoyable everyday.

• **Be Flexible:** Even though you may have the perfect schedule planned out in order to complete your studying and personal tasks, life is going to throw you a curve ball on occasion. That being said, it is important to face adversity with a smile and not beat yourself up if your schedule does not go the way you planned!

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**UC DAVIS SUMMER ABROAD PROGRAM 2012**
Participating in a summer abroad program will not only have an incredible impact on you academically and personally, but will also allow you to incorporate your international experience in your professional career.

• All students from freshmen to alumni welcome!
• Open to UC and non-UC students.
• Participants earn 8 units in 4 weeks.
• Financial Aid applies!
• Courses taught in English*
• Graduate course options available!

For more information visit: http://summer-abroad.ucdavis.edu.

**UPCOMING CAREER CENTER WORKSHOPS & EVENTS**

**Tuesday, February 21**
- 8:00am Seneca Center Application Deadline for On-Campus Interviews
- 1:00pm Student Conservation Association Information Session
- 7:30pm LSAT Prep Course Comparison Workshop

**Thursday, February 23**
- 2:00pm Job Search Strategies
- 3:00pm Resume and Cover Letter Workshop

For more info, visit: http://careers.ucsc.edu/

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This newsletter is produced by the UCSC Colleges Advising Support Team.

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